



Position Announcement

Position: IT/AV Technician

Announcement Number: 2026-01

Opening Date: January 9, 2026

Classification Level: CPS CL-25

Location: Burlington, Vermont

Position Status: Full-Time Permanent

Closing Date: Open until filled

Developmental Salary Range: \$50,368- \$62,457

Full Performance Range: \$62,982- \$81,903

New hires with no federal judiciary experience are typically appointed in the beginning development salary range. Advanced in-step appointments are dependent upon qualifications and experience.

The Clerk's office for the United States District Court for the District of Vermont provides administrative, operational, and technical support to the federal court at two staffed locations: Burlington and Rutland. This position is located in the Clerk's office in Burlington with occasional travel required to the Rutland divisional office and to attend seminars, conferences, and training.

POSITION OVERVIEW

The United States District Court for the District of Vermont is seeking a highly motivated Information Technology / Audio Visual (IT/AV) Technician to join the consolidated IT department. The IT/AV Technician plays a vital role in supporting courtroom technology and providing first-level IT support for staff, chambers, and judges. The incumbent will install and configure computer hardware and software, maintain and troubleshoot AV systems, and support video conferencing and evidence presentation systems. This position requires strong customer service skills, the ability to communicate technical concepts clearly, and the capability to troubleshoot and resolve technical issues in a fast-paced and high-profile environment.

DUTIES AND RESPONSIBILITIES

- Serve as first level technical support for IT and AV related issues.
- Respond to day-to-day support needs of courthouse audio visual systems locally and throughout the district, including installation, support, maintenance, troubleshooting, and repair.
- Perform routine and scheduled maintenance, including testing equipment to ensure all systems are operating correctly. Monitor user concerns to ensure satisfactory experiences.
- Work in advance with the courtroom deputy and courtroom schedulers to ensure any special equipment or connectivity preparations have been completed.
- Perform system upgrades and coordinate service with vendors, chambers, courtroom schedulers or other in-house staff, ensuring changes are implemented with minimal disruption.
- Recommend the purchase of resources to support specific needs of the audio visual or IT systems and the court.
- Provide audio visual systems training for court staff, other agencies, and the Bar. Assist in the development and maintenance of system documentation and user-friendly resources for system operation.
- Operate audio visual equipment and assist with video- and tele-conferencing, as required.
- Provide backup assistance to IT staff.

- Perform asset/inventory control duties as they relate to IT.
- Support remote access and mobile devices.
- Participate in local or national conferences and similar gatherings to continue professional development.
- Analyze, log, track, and resolve software and hardware issues pertaining to network connectivity, printer, IP telephones, desktops, laptops, mobile devices, and applications to meet district needs.
- Install and update computer operating systems and applications using best practices and secure methodologies.
- Provide backup cashier duty and other IT related duties, as assigned.

QUALIFICATIONS.

The incumbent must have excellent organizational skills with the ability to multi-task, prioritize, follow through, and meet deadlines in a fast-paced environment. Ability to adjust priorities quickly as circumstances dictate.

Additional qualifications and requirements:

- Two years of progressive knowledge and responsible workplace experience with supporting Windows desktop operating systems, office automation, networking, and MS Office products in an Active Directory environment.
- Aptitude to troubleshoot IT and AV devices at the hardware level. Systems will include PC's and peripherals, analog and digital video distribution systems, wireless audio, digital signal processors, and matrix mixers.
- Ability to follow IT security standards and defined policies and procedures.
- Working knowledge of tele-, web-, and video-conferencing technology and equipment.
- Critical thinking, attention to detail, analytical skills, and the ability to independently research and make recommendations. Must be comfortable soliciting and providing critical feedback from team, as needed.
- Ability to communicate effectively with various individuals, focusing on customers (internal/external), respecting others and the uniqueness of the federal judiciary and acting with integrity in all matters. Specifically able to explain technical concepts in an understandable manner, and ability to write effective instructions for users and fellow staff.
- Customer service-oriented professional who is responsible, friendly, organized and detail oriented with accountability for work product.
- Must demonstrate ability to work on multiple tasks, be flexible and tactful when working under pressure in a team environment.
- Ability and willingness to travel occasionally to our remote office and off-site training.

EDUCATION

High school graduation or equivalent required.

BENEFITS:

Judiciary employees are not classified under Civil Service but are entitled to similar benefits. These include the Federal Employees Retirement System (FERS); Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 11 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees.

APPLICATION PROCESS:

Qualified applicants should submit a cover letter, resume, and completed [Application for Employment \(AO-78\)](#) to:

Email Address: HR@vtd.uscourts.gov
Subject: IT/AV Technician

The U.S. District Court is an Equal Opportunity Employer. The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Travel and/or relocation expenses are the responsibility of the applicant. The successful applicant will be subject to a background check as a condition of employment. All appointments are subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.